

# National Board Awardee ROTC Packet Checklist

Congratulations on receiving an Ike Skelton (ECP) scholarship through the National Army ROTC Board. The ROTC Office at Valley Forge Military College must keep a file on you with the paper work below. It is important for you to understand that the ROTC Office runs as a separate Army Office. It is not part of Valley Forge Military College, which is a private school with "Military" in its name. Please ensure the following items are completed and in your packet when you send it in. Documents submitted to VFMC as part of a college admissions application are not viewed by the ROTC department. **VFMC ADMISSIONS and ROTC are two separate offices and two separate application processes.**

## National Winners General Information Form- on line

CC Form 139-R (select page one and two by clicking tab at the bottom of the excel sheet)

- \_\_\_\_\_ Page 1 (section 1 only)
- \_\_\_\_\_ Page 2 (complete page with signature)

**Proof of Citizenship- Yes, send originals. They will be verified, copied and returned to you via FEDEX with a tracking number provided**

- \_\_\_\_\_ Birth Certificate (**original**)
- \_\_\_\_\_ Social Security Card (**original, ensure you sign the social security card**)
- \_\_\_\_\_ Naturalization paperwork (if applicable)
- \_\_\_\_\_ Copy of state or federally issued ID card

## Standard Cadet In-Processing Forms

- \_\_\_\_\_ Dental Memo
- \_\_\_\_\_ Direct Deposit Form (You complete Section 1, while your bank must complete Section 3)
- \_\_\_\_\_ State of Legal Residence (use your SSN for DOD ID number)
- \_\_\_\_\_ Service Members Group Life Insurance (only need block 1-name and SSN, block 5- name, SSN and date)
- \_\_\_\_\_ W4 (only submit page 1)
- \_\_\_\_\_ Copy of Immunization Records
- \_\_\_\_\_ DD Form 369 (sections 2,3,4,5,6,7,8,11)

## Basic Camp Forms

- \_\_\_\_\_ Mini Registration (Leave DOD ID#blank and skip the SMP section)
- \_\_\_\_\_ DD Form 2005

**Direct Entry (only applies to current or former military members)**

- \_\_\_\_\_ DD 214 or 220
- \_\_\_\_\_ BCT graduation certificate or equivalent
- \_\_\_\_\_ DD4 Series
- \_\_\_\_\_ Copy of MEPS physical (all pages of the DD Form 2808 and 2807-2, which is 8 total pages)

**Mail completed packet to:**  
VFMC Army ROTC  
Recruiting Operations Officer  
1001 Eagle Road  
Wayne, PA 19087